

Command Inspection Program  
266<sup>th</sup> Finance Command  
Assessment  
As of 15 February 05

<b>Area: PHYSICAL SECURITY</b>	<b>PROGRAM: ARMS ROOM</b>
<b>INSPECTOR: Mrs. Rodriguez</b>	<b>INSPECTION DATE:</b>
<b>INSPECTOR PHON: 379-5182</b>	<b>PREVIOUS INSPECTION DATE</b>
<b>BATTALION INSPECTED:</b>	<b>BATTALION POC:</b>

#	REFERENCES:	YES	NO	NA	REMARKS
	A. Physical Security UPDATE 10-3, dated 30 Sep 93  B. AR 190-11, dated 12 Feb 98  C. AR 710-2, dated 31 Oct 97  D. DA PAM 710-2-1, dated 31 Dec 97  E. AE Regulation 190-6, dated: 12 Sep 03  F. AE Regulation 190-13 dated: 23 Oct 03  G. USAREUR Regulation 385-64, dated: 26 Jul 00				
	<b>SIGNS</b>				
1.	Is the arms storage facility posted as a restricted area? (AR 190-11, para 4-15, AR 190-13, para 6-3 and 6-4, and AE 190-13, para 3-7b)				
2.	Is the posting visible at eye level? (AR 190-11, para 4-15)				
3.	Does the sign include fire control measures? (AR 190-11, para 4-15)				
4.	Is the sign Multilingual? (AR 190-13, para 6-4d and AR 190-11, para 4-15, and AE 190-13, para 2-9c (4))				
5.	Is there an IDS sign posted on the exterior of each entranceway? (AR 190-11, para 4-16, and AE 190-13, para 3-11a (7))				

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6.	Are IDS signs displayed at eye level? (AR 190-11, para 4-16, and AE 190-13, para 2-9c (2))				
7.	Are IDS signs displayed in English and host country language? (AR 190-11, Appendix F, para F3, and AE 190-13, para 3-11a (7))				
	<b>LIGHTING</b>				
8.	Is the arms room provided with interior and exterior lighting? (AR 190-11, para 4-2d, and AE 190-13, para 3-15a)				
9.	Are exterior lights covered with wire mesh or screen? (AR 190-11, para 4-2d and para 5-4, and AE 190-13, para 3-15e)				
10.	Are light switches installed to preclude access by unauthorized individuals? (AR 190-11, para 4-2d and para 5-4, and AE 190-13, para 3-15d)				
11.	Are Electrical power-distribution panels or circuit breaker panels locked at all times when not in use to prevent someone from shutting off the power to the IDS panel? AE 190-13, para 3-11a (11)				
	<b>DOORS / WINDOWS</b>				
12.	Are doors secured with DOD/DA approved high security lock and hasps? (AR 190-11, para 4-2e(1), and AE 190-13, para 3-16a (1))				
13.	Are the high security hasps placed on the most secure door? (AR 190-11, para 4-2e(1) and AE 190-13, para 3-16a (2))				
14.	Are hinge mounting screws properly mounted so that they are not Exposed to the outside or the arms room? (AR 190-11, Appendix G, para G-1d (3))				
15.	Are hinges of fixed pin type secured to prevent removal? (AR 190-11, para 4-2a(1)(d) 3))				
16.	Are all windows covered with bars or steel mesh? (AR 190-11, Appendix G, para G-1e (4))				
17.	Is there a Security Construction Statement (DA Form 4604) posted in the facility? (AR 190-11, para 2-2d and AE 190-13, para 3-5c (2))				
18.	Is the Security Construction Statement (DA Form 4604R) still valid? (Less than 5 years old) (AR 190-11, para 2-2d and AE 190-13, para 3- 5c (3))				

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	<b><i>RACKS/CONTAINERS</i></b>	YES	NO	NA	REMARKS
19.	Are weapons stored in standard issued racks, banded crates, metal containers or locally fabricated racks? (AR 190-11, para 4-2c(1) and AE 190-13, para 3-14a)				
20.	Are locally fabricated racks/containers certified by Logistic Assistance Representative (LAR)? Does the unit maintain the certification on file? (AE 190-13, para 3-14c (1) (2))				
21.	. Are racks constructed to prevent weapon removal in whole or by partially disassembling? (AR 190-11, para 4-2c(3) and AE 190-13, para 3-14c)				
22.	Are racks and containers weighing less than 500 lb. securely fastened to the structure or chained together? (AR 190-11, para 4-2c(2) and AE 190-13, para 3-14b (1))				
23.	Are chains that are used to secure racks and containers made of heavy duty hardened steel, galvanized of at least 5/16-inch Thickness, or of equivalent resistance. (AR 190-11, para 4-2c (2) and AE 190-13, para 4-14b (2))				
	<b><i>KEY AND LOCK CONTROL</i></b>				
24.	Are primary and alternate key and lock custodians appointed in writing to handle arms room keys? (AR 190-11, para 3-8c and AE 190-13, para 3-8b)				
25.	Are keys signed out to authorized personnel as needed on a key control register (DA Form 5513-R)? (AR 190-11, para 3-8a and AE 190-13, para 3-8c (5))				
26.	When not in use, is the key control register kept in a locked container that does not contain or store classified material to which access is controlled? (AR 190-11, para 3-8a and AE 190-13, para 3-8c (5))				
27.	Are keys to AA&E storage buildings, rooms, racks and IDS maintained separately from other keys, and accessible only to those individuals whose official duties require access to them? (AR 190-11, para 3-8a and AE 190-13, para 3-8 (7))				
28.	Does the unit have a current roster of personnel authorized to receive arms room keys? Is the roster kept from public view? (AR 190-11, para 3-8a and AE 190-13, para 3-8c (2))				

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#	<b>KEY AND LOCK CONTROL CONT.</b>	YES	NO	NA	REMARKS
29.	Are inventories of keys and locks conducted twice a year and a record maintained on file for one year? (AR 190-11, para 3-8e and AE 190-13, para 3-8c (4))				
30.	Is the spare (alternate) set of AA&E keys stored in a separate security container that is approved by the General Services Administration (GSA) and that does not contain and is not used to store classified documents or material. ? Is the container storing these keys located in a different room away from the primary set of keys? (AE 190-13, para 3-8c (10))				
31.	Are the keys stored locally or with another unit or organization? If stored outside the unit or organization, has a memorandum of understanding with the unit or organization maintaining the keys been established? (AE 190-13, para 3-8c (10))				
32.	Did the unit or organization sign for the spare (alternate) set of AA&E keys, or sign for a locked and sealed container of keys on DA Form 2062? (AE 190-13, para 3-8k)				
33.	Are spare keys inventoried twice a year and a record maintained on file for one year? (AR 190-11, para 3-8e and AE 190-13, para 3-8c (4))				
34.	Does the unit maintain a Key & Lock inventory record, which contains a record of keys, locks, key serial numbers, lock serial numbers location, and the number of keys for each lock? Is this record kept in the key depository? (AR 190-11, para 3-8e and AE 190-13, para 3-8c (4))				
35.	Does the unit prohibit the use of master key systems or multiple key systems? (AR 190-11, para 3-8b(3) and AE 190-13, para 3-8i)				
36.	When the responsibility for arms room keys is transferred between two authorized individuals, do both parties conduct a physical count of all arms and ammunition stored in the arms room? (DA Pam 710-2- 1, para 9-10a(1) and AE 190-13, para 3-19a (1))				

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	<b><i>KEY AND LOCK CONTROL CONT.</i></b>				
37.	Is the count in above recorded on DA Form 2062 and maintained on file until the next serial number inventory is conducted? (DA Pam 710-2-1, para 9-10a(2) AE 190-13, para 3-19a(2))				
38.	Are key control registers kept for a minimum of 180 days? (AE 190-13, para 3-8c (3))				
39.	Are keys that are required for maintenance and repair of IDS, including keys to the control unit and monitor cabinet kept separate from other operational IDS Keys? Is access permitted only to authorized maintenance personnel? (AR 190-11, para 3-8b and AE 190-13, para 3-11b)				
40.	When not in use are keys stored in containers of at least 20 gauge steel or material of equivalent strength and equipped with an approved low security padlock, 3 position combination lock or in a class 5 or class 6 safe that does not contain classified material? (AR 190-11, para 3-8b (2) and AE 190-13, para 3-8d)				
41.	Are key containers that weigh less than 500 pounds secured to the structure with bolts or chains equipped with secondary padlocks? (AR 190-11, para 3-8b (2) and AE 190-13, para 3-8g)				
42.	Are combinations to vault doors or safes that secure AA&E keys recorded on SF 700 (Security Container Information)? (AR 190-11, para 3-8b (2) and AE 190-13, para 3-8c (11))				
43.	Are combinations changed annually or upon change of custodian, armorer, or other person having knowledge of the combination or when the combination has been subject to compromise? (AR 190-11, para 3-8g and AE 190-13, para 3-8l)				
44.	Are padlocks / keys which do not have a serial number given one? (AR 190-11, para 3-8e)				
	<b><i>ACCOUNTABILITY</i></b>				
45.	Are the incoming/outgoing Armorer conducting a physical count of weapons and ammunition upon entering the Arms Room and keeping a record of these counts on DA Form 2062? (DA PAM 710-2-1, para 9-10a (1) and AE 190-13, para 3-19a (1))				

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	<b><i>ACCOUNTABILITY CONT.</i></b>	YES	NO	NA	REMARKS
46.	Are monthly serial number inventories of weapons conducted by the responsible officer (1LT or above) or a disinterested NCO (SFC or above), commissioned officer, warrant officer or DOD civilian (GS-09 or above) appointed by the responsible officer? (DA Pam 710-2-1, 9-10b and AE 190-13, para 3-19b)				
47.	Does the unit insure that monthly inventories are not conducted by the same individual in consecutive months? (AR 710-2, para 2-12d(1), DA Pam 710-2-1, para 9-10b and AE 190-13, para 3-19b)				
48.	Is ammunition inventoried by type, lot, and serial number? Does the inventory shows the amount on hand and signed out? (DA Pam 710-2-1, para 9-10b(3) and AE 190-13, para 3-19b (3))				
49.	Are monthly inventories retained for 2 years, if no discrepancies were noted, 4 years, if a discrepancy was noted? (DA Pam 710-2-1, para 9-10b(4), AR 190-11, para 6-2b(2) b) 1) and AE 190-13, para 3-19b (4))				
50.	Are all personnel assigned to the unit issued DA Form 3749 for their assigned weapon(s)? (DA Pam 710-2-1, para 5-6b and AE 190-13, para 3-17a (2))				
51.	Is there a "Master Authorization List" maintained by the unit Armorer? (DA Pam 710-2-1, para 5-6d(1) and AE 190-13, para 3-17a (1))				
52.	Is AE Form 190-13I (Issue of Weapons and Ammunition) kept until the monthly inventory is completed? (AE 190-13, para 3-17b (3))				
53.	Is AE Form 190-13I used to issue weapons (including privately owned weapons)? NOTE: If, however, a military weapon is issued for less than 24 hours, AE Form 190-13I is not required unless ammunition is issued with the weapon. (AE 190-13, para 3-17b)				
	<b><i>AMMUNITION ACCOUNTABILITY/STORAGE</i></b>				
54.	Is there authorization in writing signed by the ASG/BSB Commander to store ammunition in the arms room? (AR 190-11, para 5-8c(1)(a) and UR 385-64, para 7)				

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	<b><i>AMMUNITION ACCOUNTABILITY CONT.</i></b>	YES	NO	NA	REMARKS
55.	Is the ammunition stored in the arms room consistent with operational requirements? (AR 190-11, para 5-8c(1)(a) and UR 385- 64, para 7)				
56.	Did the unit conduct a risk assessment in coordination with the ASG/BSB Safety Office? (UR 385-64, para 7b (2))				
57.	Is the assessment signed by the ASG/BSB Cdr? (UR 385-64, para 7b)				
58.	Is a copy of the assessment posted in the Arms Room? (UR 385-64, para 7b (3))				
59.	Has the facility been properly licensed to store ammunition? Is the license signed by the ASG/BSB Safety manager? (UR 385-64, para 7b (4) (a))				
60.	Is ammunition stored in the arms room secured in banded crates, or approved metal containers, or cabinets that are approved standard issue, commercial, or approved locally fabricated? (AR 190-11, para, 5-8c(1)(a) and AE 190-13, para 3-18c (1) (a) 2)				
61.	Are ammunition storage containers, or cabinets secured with secondary padlocks? (AR 190-11, para 5-8c(1)(a) and AE 190-13, para 3-18c (1) (a) 3)				
62.	Is ammunition stored in the arms room included on all inventories? (AR 190-11, para 6-3a, AR 710-2, Table 2-1j & k and AE 190-13, para 3-19b (3))				
	<b><i>PRIVATELY OWNED FIREARMS</i></b>				
63.	Are POFs inventoried in conjunction with, and at the frequency of the inventory of Government weapons? (AR 190-11, para 4-5a(2)(b) and AE 190-13, para 3-23a (3))				
64.	Is DA Form 3749 (Weapon Receipt) issued for each POF stored in the arms room? (AR 190-11, para 5-4a(2)(a) and AE 190-13, para 3-23a (3) (a))				
65.	Are regulations and state/local laws on ownership, registration and possession of weapons and ammunition posted on the unit bulletin board? (AR 190-11, para 4-5a(3) and AE 190-13, para 3-23a (4))				

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66.	Are POFs tagged with owner name, grade, SSN, DEROS, make of weapon, caliber/gauge, serial number, and registration number and expiration date? (AE 190-6, para 15e(2))				
67.	Are POFs only issued to owners when they have written approval from the unit commander? (AR 190-11, para 4-5b(4) and AE 190-6, para 15e(1))				
68.	Are POFs secured in separate containers from military arms and ammunition? (AR 190-11, para 4-5a(1) and AE 190-13, para 3-23a (2))				
<b>ADMINISTRATION</b>					
69.	Were background checks conducted utilizing DA Form 7281 on personnel assigned duties that involve the control, accountability, and shipment of AA&E? (This includes personnel allowed unaccompanied access to arms and Cat I or II ammo, personnel authorized to receive and store ammo, and personnel authorized to issue and control keys) (AR 190-11, para 2-11a and AE 190-13, para 3-6)				
70.	Has the unit commander or manager responsible for AA&E established a training program for personnel responsible for the security and accountability of these items? Is annual refresher training conducted to ensure that all personnel are aware of their responsibilities for controlling and safeguarding AA&E? (AR 190-11, para 2-10 and AE 190-13, para 3-25)				
71.	Are background checks repeated every three years? (AR 190-11, para 2-11e and AE 190-13, para 3-6f)				
72.	Is there an unaccompanied access roster posted inside the arms room? (AR 190-11, para 4-19a and AE 190-13, para 3-7e)				
73.	Has a written SOP been established for the arms room approved through command channels, and maintained on file? (AR 190-11, para 1-12a)				
<b>TOOLS/HIGH VALUE ITEMS</b>					
74.	Are tools/tool kits, which could be used to gain unauthorized access to the facility, secured in a locked container? (AR 190-11, para 4-18a)				



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75.	If high value/sensitive items are stored in the arms room is there written authorization signed by the commander? (AR 190-11, para 4-18b and AE 190-13, para 3-2a)				
	<b><i>BAYONETS</i></b>				
76.	When not in use are U.S. Army-issued bayonets stored in a locked and sealed footlocker or container inside the unit arms room or another secure storage structure as prescribed by AR 190-51, appendix B? Is a copy of the bayonet inventory placed inside the container before sealing it and is the original copy kept in inventory records and be available for inspection and inventory purposes? Is a memorandum placed on the outside of the container stating the contents and include the date, seal number used to seal the container, and the two signatures of the individuals who conducted the inventory? (AE 190-13, para 5-5a)				
77.	Are Bayonets inventoried each month in conjunction with the inventory of weapons? (AE 190-13, para 5-5b) <i>Note: During inventories, the container storing the bayonets is not required to be opened as long as the seal is intact and there are no signs of tampering.</i>				
	<b><i>CONSOLIDATED ARMS ROOM</i></b>				
78.	Is there an SOP established for the consolidated arms facility? (AR 190-11, para 4-4) and (DA PAM 710-2-1, para 5-6d (9) and AE 190-13, para 3-9b)				
79.	Are arms in the consolidated storage facility identified by unit? (AR 190-11, para 4-4), DA PAM 710-2-1, para 5-6d (9) and AE 190-13, para 3-9a)				
80.	Is there a bilateral storage agreement for the consolidated storage facility? (AR 190-11, para 3-2c(1)(b), DA PAM 710-2-1, para 5-6d (9) and AE 190-13, para 3-9b)				
81.	Does the letter of agreement define assignment of physical security responsibility for the items stored? (AR 190-11, para 3-2c(2) and AE 190-13, para 3-9c (6))				
	<b><i>ACCOUNTABILITY OF PROTECTIVE SEALS</i></b>	YES	NO	NA	REMARKS

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82.	Are primary and alternate seal custodians appointed in writing and do they maintain a hard cover logbook that shows seal serial numbers; dates issued; names of recipients; using offices, units, or activities; identification of items to which applied, dates and times applied; locations of items? (AR 190-51, para D-2 and D-10c and AE 90-13, para 5-15c & d)				
83.	Are all seals not issued for actual use secured in a locked metal container with controlled access by the primary and alternate custodians, and is a recorded monthly inventory conducted? (AR 190-51, para D-10b (6) and AE 190-13, para 5-15c)				
84.	Have procedures been established for checking seals and identifying action to be taken on finding a broken seal? (AR190-51, para D-10e and AE 190-13, para 5-15f)				
85.	Are used seals defaced to prevent unauthorized reuse? Are used seals properly disposed of? (AR 190-51, para D-10f and AE 190-13, para 5-15g (2))				
	<b><i>INTRUSION DETECTION SYSTEM (IDS)</i></b>				
86.	Is the arms room protected by at least two types of sensors, one of which is a volumetric, passive infrared or microwave sensor? (AR 190-11, para 3-6a and AE 190-13, para 3-11a (4))				
87.	Is a current access roster of personnel who are authorized to perform maintenance on the IDS posted in the Arms Room? (AE 190-13, para 6-27b)				
88.	Are monthly operational tests of the IDS conducted and recorded by unit personnel using appendix K of AR 190-11? (AR 190-11, para 3-6h (a) & 3-6h (b) and AE 190-13, para 3-11a (9))				
89.	Are a record of IDS tests kept on file for one year? (AE 190-13, para 3-11a (9))				
	<b><i>SECURITY CHECKS</i></b>				
90.	Are security checks of Category I and II AA&E facilities being conducted during non-duty hours on an irregular basis not to exceed 8 hours? (AE 190-13, para 3-24a (1))				
91.	Is a record of the security checks maintained in an active file for at least 90 days and then destroyed? (AE 190-13, para 3-24f)				